

**UNIVERSITY OF CALIFORNIA, DAVIS**  
**UC DAVIS EXTENSION**

**NOTICE OF VACANCY**

**Position Title:** Academic Coordinator II, Land Use & Natural Resources, UC Davis Extension

**Closing Date:** Open Until Filled  
For primary consideration, applications should be received by April 16, 2004.

**Position Available:** May 1, 2004 (Pending final contract with CBDA)

**Location of Position:** UC Davis Extension, University of California Davis

**Responsibilities of the Position:**

The Academic Coordinator position is a career academic appointment within UC Davis Extension, which is a self-supporting academic unit in the University of California, Davis. This position is an essential part of the California Bay-Delta Authority (CBDA) Ecosystem Restoration Program's proposal solicitation and review process. The Ecosystem Restoration Program provides approximately \$100 million in funding annually through its competitive proposal solicitation process. This position will serve as Program Manager of a unique scientific peer review program, focused on restoring the ecosystems of the San Francisco Bay-Sacramento/San Joaquin Delta and its watersheds and tributaries. This position will be responsible for the administration and coordination of new proposal reviews; on-going project evaluation; working with the CES to create, develop and implement educational programs; office management; and participation in University, professional and public service committees.

The primary duties of the position are to identify and recruit the best scientific and technical experts available from various disciplines to advise the Ecosystem Restoration Program about funding proposals and about the progress of projects that are already underway. Specific key tasks include:

- Identify, recruit and manage various scientific peer review panels in all aspects of ecosystem restoration (e.g. hydrology, aquatic ecology, fisheries, fluvial geomorphology, etc.).
- Manage all aspects of new proposal review and mid-course project review.
- Provide advice to the CBDA on the Ecosystem Restoration Program and its approach to peer review and scientific quality.
- Create and deliver educational and training events that educate those involved with the development, review, and implementation of Bay-Delta Program ecosystem restoration projects.

**Requirements:** Graduate degree in a discipline related to ecology, fisheries, aquatic restoration, watershed science or environmental management/policy. Required knowledge in a scientific or environmental policy field (related to ecosystem restoration), as well as exceptional administrative, management and communication skills. Knowledge and experience with databases, grant-writing/funding and program evaluation is strongly encouraged. Candidate must possess at least 2-4 years of professional experience in an agency, academic program or consulting firm in a field directly related to ecosystem restoration.

**Salary and Employment Status:** The annual hiring salary range is: \$54,240-\$62,376 (dependent upon experience).

**Application Procedures:** Interested applicants should submit a detailed resume, letter of application outlining specific qualifications and expertise as well as recent writing samples; and provide the names, addresses, and telephone numbers of three references to:

**Human Resources Manager  
UC Davis Extension  
University of California, Davis  
1333 Research Park Drive  
Davis, CA 95616**

***To assure primary consideration, an application should be received by:  
March 1, 2004, 5:00 p.m.***

The University of California, Davis, is an affirmative action/equal opportunity employer with a strong institutional commitment to the development of a climate that supports equality of opportunity and respect for differences.